



## Certified Staff Interpreter I

### Details

Job ID : 372

**Title :** Certified Staff Interpreter I

**Job Code :** 911

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

### Job Departments

- Court Services - Court Interpreting

### Purpose

RESPONSIBLE FOR PROVIDING INTERPRETING SERVICES FOR THOSE WHOSE SPOKEN LANGUAGE IS NOT ENGLISH IN A VARIETY OF COURT-RELATED SETTINGS.

### Required Qualifications

**Education :** 2 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

### Job Required Knowledge

- MUST POSSESS INTERPRETER CERTIFICATION
- 4 YEARS OF RELATED EXPERIENCE MUST BE IN INTERPRETING SERVICE

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

### Job Duties

- PROVIDES INTERPRETING SERVICES FOR THOSE WHO CAN'T SPEAK ENGLISH IN A VARIETY OF COURT RELATED SETTINGS FOR THE COURT INTERPRETING SERVICES DEPARTMENT
- PROVIDES HIGH-QUALITY SIMULTANEOUS INTERPRETING, CONSECUTIVE INTERPRETING AND SIGHT TRANSLATION FOR SPANISH SPEAKING PARTIES IN COURT PROCEEDINGS AS ALLOWED UNDER KENTUCKY LAW
- DELIVERS INTERPRETING SERVICES AS A MEMBER OF A TEAM OF TWO OR MORE INTERPRETERS
- CREATES AND UPDATES TERMINOLOGY LISTS
- MAY PROVIDE TELEPHONE INTERPRETING
- MAY TRANSLATE COURT PROCEEDING DOCUMENTS
- ASSISTS DEPARTMENT STAFF WITH PROJECTS, TRAINING AND ASSIGNMENTS RELATED TO COURT INTERPRETING SERVICES
- PARTICIPATES IN AOC DEPARTMENTAL MEETINGS
- ATTENDS TRAINING AND PROFESSIONAL CONFERENCES TO FURTHER DEVELOP PROFESSIONAL KNOWLEDGE AND SKILLS
- MAY ASSIST IN SCHEDULING OF REQUEST FOR SPOKEN LANGUAGE INTERPRETERS
- MAINTAINS AND COMPILES SCHEDULING
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED